

Office Memorandum • UNITED STATES GOVERNMENT

Records Center
K-SSS
Personnel
Commendation
25X1

TO: [REDACTED] CIA RECORDS ADMINISTRATION OFFICER

DATE: 1 AUGUST 1963

FROM: [REDACTED]

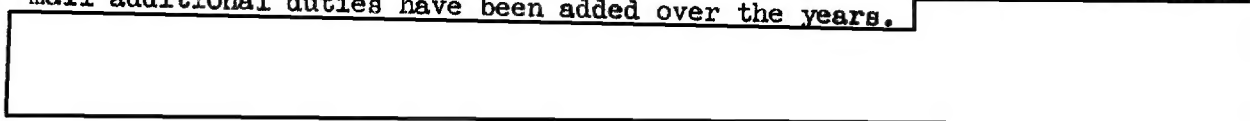
SUBJECT: CHIEF, CIA ARCHIVES AND RECORDS CENTER
RECORDS CENTER COURIER SERVICE

25X1



25X1

3. The Records Center Couriers have traveled well over 400,000 miles and have delivered 1,324,516 reference items to components of CIA and other government agencies. There is no way to count the documents delivered to the Records Center from Headquarters however, it was considerably more than the 1,324,516 delivered to Headquarters. In addition to the Records Center mail additional duties have been added over the years.



25X1

4. The above was accomplished without any serious mishap. Not a single document was lost or misplaced. The couriers over the years have shown good judgement, a cooperative attitude and a desire to do the best possible job of servicing the Records Center customers. Although these characteristics are not uncommon in the Agency, it is unusual to find them all displayed by so many people in the same job over 8 years.

5. The following is a list of the individuals who have been employed as a Records Center Courier showing their present assignment.

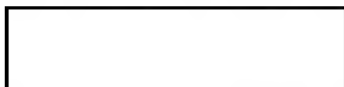
Name	Date of Courier Assignment	Present Assignment
[REDACTED]	6/20/55 - 4/21/57	Records Center Staff
	6/20/55 - 4/19/59	Records Center Staff
	3/24/57 - 11/12/61	Records Center Staff
	4/6/59 - 8/21/62	DD/P
	7/23/61 - 3/9/62	Records Center Staff
	2/12/62 - 5/21/63	Office of Communications
	4/1/62 - 8/27/62	Logistic/Administration
	9/24/62 - 3/25/63	Office of Communications
	3/17/63 - Present	
	5/12/63 - Present	

25X1

GROUP 1
Excluded from automatic
downgrading and
declassification

SECRET

In addition, the following Records Center Employees substituted for the regular couriers when they were on leave and made special deliveries of urgently needed documents.



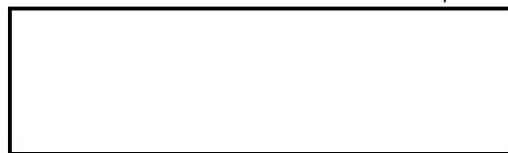
8/14/55 - Present
6/6/55 - Present

Records Center Staff
Records Center Staff

25X1

6. It is recommended that these individuals be commended for a job well done, and that a copy of this letter be placed in their Official Personnel Folders. They have contributed in no small way to overall success of the Archives and Records Center.

7. This function will now be taken over by the Mail and Courier Service at Headquarters.



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SECRET

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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
<input type="checkbox"/> UNCLASSIFIED		<input checked="" type="checkbox"/> CONFIDENTIAL	
		<input checked="" type="checkbox"/> SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1			
2	7D-02 Headquarters		
3			
4			
5			
6			
<input type="checkbox"/>	ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/>	COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/>	CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
Remarks:			
Attached are 12 copies of a memorandum relative to the Records Center Courier Service which was recently transferred to the Office of Logistics.			
Will you see that a copy gets included in Official Personnel Folder of each of the 12 persons named in this memorandum?			
FOLD HERE TO RETURN TO SENDER			
NAME AND PHONE NO.		DATE	
Chief, Records Administration Staff		8 Aug 63	
<input type="checkbox"/> UNCLASSIFIED		<input checked="" type="checkbox"/> CONFIDENTIAL	
		<input checked="" type="checkbox"/> SECRET	

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